Responsible Use Agreement

Instruction and Technology

Sumner County Schools 2023-2024

The Digital Learning Environment

Sumner County Schools believes all students should be adequately prepared to function as citizens in an increasingly digital world. To this end, SCS uses free and purchased resources to train students in technology skills, digital literacy skills, and digital citizenship skills they will need to succeed in college, in their careers, and in their relationships with other digital citizens.

SCS strives to remain current and well-educated in new technologies, helping learners understand how to use new technology successfully and appropriately. SCS allows families to determine the parameters for time spent on or off devices, and SCS supports parental decisions about the degree of technology use inside their homes. SCS also recognizes the need for digital health and wellness education and strives to help students maintain a healthy balance between online activities and relationships with the other activities and relationships in their lives. Students are to always follow all the SCS Responsible Use Agreement and provisions stated in the school board policy.

SCS may use any means available to request the removal of information on personal websites or social media sites that substantially disrupt the school environment. SCS recognizes and communicates that it is unlawful to publicly post or share pictures or media of other individuals without the consent of the parents of minors.

Overview of Safety

Security and Safety

District-issued student devices are configured so that the student can log in under their assigned network username and password. In accordance with the Children's Internet Protection Act (CIPA), all devices reside on the district's network. The district maintains an Internet content filter. Filtering, however, is not as reliable as adult supervision. Student Internet use on district-issued devices will be filtered through the district's Internet content filter regardless of home or school use. There should be no expectation of privacy when using appliances and curriculum resources. When students are on campus or at home using school-provided devices, the filter kicks content back to our server. The filter can be programmed to add or remove blocks or allow additional content for educational purposes. Any attempts to bypass the filter or visit unacceptable sites violate the Responsible Use Agreement. While it is impossible to predict with certainty what information on the internet students may access or obtain, school district personnel shall take every reasonable precaution to prevent students from accessing material and information that is obscene or otherwise harmful to minors, including violence, nudity, or graphic language. These procedures comply with board policy and the mandates of CIPA. Sumner County Schools is not responsible for the content accessed by users who connect to the internet via their mobile technology.

When using school or district-provided software or programs, special permission is required to post pictures or videos that include students' images. School district personnel follow strict guidelines to protect student privacy, and all students and families should seek approval from school personnel to post videos or pictures that include students. Parents should consider the terms and conditions of use and any legal responsibilities before allowing minors' photos, audio, or video to be posted online when using any software or programs. We take student privacy seriously. Per district policy, cyberbullying is unacceptable and will not be tolerated. Students must not share their log-in information and passwords with other students, and students should not loan out a device or log in as someone else.

Parental Consent

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parents must be aware that the student could obtain access to inappropriate material while engaged in the independent use of the Internet. The parent and student must consent to the student's independent use of the Internet and monitor the student's email and Google communication by school personnel.

In addition to the board's goals and visions for technology, students may require accounts in third-party systems for school-related projects designed to assist students in mastering effective and proper online communications or meet other educational goals. When necessary, parental permissions will be obtained to create and manage such critical third-party accounts.

Responsibilities Policies

Technology made available to students and staff in the Sumner County Schools is provided to enhance learning and improve communication. The Board of Education has established policies (4.406 and 4.401) to govern student and employee use of these resources. Using school district technological resources on district-owned devices or personal devices, including access to the internet, is a *privilege*, not a right. Individual users of the school district's technology resources are responsible for their behavior and communications when using those resources. Responsible use of technical resources includes behaviors that are ethical, respectful, academically honest, and supportive of student learning. Students and staff are expected to learn and apply all applicable policies. All students and employees will be informed annually of the requirements of said policies and the ways to access or acquire a copy of the same. Students and staff will sign a statement indicating they understand and strictly comply with these requirements annually.

Sumner County Schools' procedures and guidelines are updated and maintained in the Use of Technology Resources and the Internet board policy 4.406 and this SCS Students Responsible Use Agreement. Copies of all these documents are available to parents and staff on the district website.

Students and legal guardians must sign the agreement of the Responsible Use Agreement to use district-issued devices or any technology resources provided by the school district. During deployment, all students and guardians will become aware of the resource guide and be asked to familiarize themselves with the content ´using it as a ready online reference. If policy 4.406 or contents of the Responsible Use Agreement are not followed, disciplinary action and consequences will be enforced, up to and including the loss of device access privileges or legal action.

Privacy

No right to privacy exists in the use of district technological resources. Users should not assume that files or communications accessed, downloaded, created, or transmitted using school district technical resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the Director of Schools may review files, monitor all communication, and intercept email messages to maintain system integrity and ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor individuals' online activities who access the Internet via a school-owned device.

Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties. For example, a response to a document production request in a lawsuit

against the board, as a response to public records requests, or as evidence of illegal activity in a criminal investigation.

Disclaimer

The board makes no warranties of any kind, whether expressed or implied, for its service. The committee will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries, or service interruptions, whether caused by the school districts or the user's negligence, errors, or omissions. Use of any information obtained via the internet is at the user's own risk. The school district expressly disclaims any responsibility for the accuracy or quality of information obtained through its internet services.

Sumner County Schools will provide every secondary student - grades sixth through twelfth - with an:

1. A 9th Generation Apple iPad
2. A Logitech Rugged 3 Touch case with a full keyboard and a trackpad
3. Apple charging block and cord: USB-C to lightning

Caring for Your iPad

Receiving Your iPad

iPads will be distributed at each school following an iPad expectations presentation. Parents and students must sign and return Sumner County's Responsible Use Agreement prior to receiving their iPad. Students must also pass a brief assessment to demonstrate their understanding of district expectations.

An iPad will be assigned to each secondary student, grades sixth through twelfth. The student is responsible for the device and is expected to follow the expectations outlined in this document. The device will travel with the student and will be taken home each day for charging.

iPads will be collected at the end of each school year for maintenance, cleaning and software installations. We will collect the iPad, the charger block and the cord from each student at the close of the school year. The iPad's assets tag will be matched to the student, and the iPad will be returned to the school's inventory. Students will be provided an iPad at the beginning of each school year.

Taking Care of Your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be reported to the schools' administration and Instructional Technology Coach. All maintenance is provided by Sumner County Schools following the policies and procedures outlined in this document.

General Precautions

1. No food or drink is allowed next to your iPad while it is in use or in a backpack.
2. Students should never carry their iPad while the screen is open.
3. iPad cases must remain free of any writing, drawing, stickers, or labels that are not the property of Sumner County Schools.
4. iPads should never be removed from the case.

5. iPads must never be left in a car or any unsupervised area (including lockers).
6. Students are responsible for keeping their assigned iPad's battery charged for school each day.
7. Never leave your iPad in any area exposed to extreme heat or cold. This may damage the iPad.

Screen Care

1. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
2. Do not lean or place anything on the top of the iPad.
3. Do not place anything near the iPad that could put pressure on the screen.
4. Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, emails, calendars, and schedules will be accessed using the iPad. Students must bring their assigned iPad to all classes.

iPads Left at Home

If students leave their assigned iPad at home, they may phone parents or guardians to bring them to school. If a parent/guardian is not available, there will be a limited number of loaner Chromebooks or iPads available. The loaner device will be available for one school day and may not be taken home. It will not be available for consecutive days. Academic loss because of this irresponsibility rests entirely with the student and is at teacher discretion.

iPads Undergoing Repair

A replacement iPad will be issued to students, if available, when an assigned iPad is being repaired.

Charging Your iPad

iPads must be brought to school each day in a fully charged condition. Students need to charge their assigned iPad each evening. Schools will not check out spare chargers. Repeat violations of this policy may result in disciplinary action listed under the consequences.

Screensavers and Wallpaper

Inappropriate media may *not* be used as a screensaver or wallpaper. Presence of guns, weapons, explicit materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything deemed inappropriate by staff, as outlined in board policy, will result in disciplinary actions as per Sumner County School policy.

Sound

Sound must be always muted unless permission is obtained from the teacher for instructional purposes. Illegally downloaded and/or explicit music and videos are prohibited.

Unacceptable Configurations or Use

No student shall attempt to override any configurations, hack, work around or make use of the iPad with any malicious intent. Immediate cessation of all school computer privileges will result with any malicious intent while using the iPad.

Backing Up Files

It is the students' responsibility to back-up their data using an online storage to include their district-issued AppleID and their Google Drive. Data in any form on any district iPad is not private and is accessible to Sumner County School officials at any time.

Students are completely responsible for storing data safely and securely. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

Apps on iPads

Originally Installed Apps

The apps originally installed by SCS must remain on the iPad in usable condition and be easily accessible at all times.

The iPad is supplied with the software approved by the technology department. From time to time the school may add software applications for use in a particular course. A curated list of additional apps are available for download from the Manager app.

Additional Apps

It is the responsibility of individual students to be aware of additional apps and files installed onto their assigned iPad. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

Any additional apps must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.

Students are responsible for ensuring that only apps that are licensed to their assigned iPad are loaded onto their computers.

Non-Educational games and computer images containing obscene material are banned.

Inspection

Students' assigned iPads are subject to random inspection at any time without notice either in person or by remote software. iPads will be physically inspected throughout the year to ensure the device is in proper working condition and that it is still in the possession of the assigned student.

Procedure for Reloading Software

If technical difficulties occur or illegal or unapproved software is discovered, the iPad may have to be restored to the default settings set by the district. Authorized software will be reinstalled. Students may have to reinstall apps from Self Service.

App Upgrades

Upgraded versions of licensed software are available from time to time. Students will be instructed and are required to upgrade their software from the school's network periodically.

Acceptable Use

General Guidelines

Students will have access to all available forms of electronic media and communication which are in support of education and research and in support of the educational goals and objectives of the Sumner County Schools. All use will follow current school board policies. See Appendix B.

Students are responsible for the ethical, approved, and educational use of the technology resources of Sumner County Schools.

Access to Sumner County Schools technology resources is a privilege and not a right. Each employee, student, parent, patron, or visitor accessing school district technology resources will be required to follow the use of Responsible Use Policy.

Transmission of any material that is in violation of any Sumner County School policy, federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material music downloads, threatening or obscene material, any material defaming another person, and computer viruses.

Any attempt to alter data, the configuration of a school district computer or device, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action. In addition, such action may be in violation of state criminal code and may be reported to law enforcement authorities.

Assigning iPads to Students

Student assigned iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

1. Record of serial number and SCS asset tag
2. Individual User account name and password
    a. If a label is inadvertently removed, please notify the IT Coach or an administrator immediately for replacement.

Students are expected to keep their passwords and passcodes confidential. Release of passwords is the responsibility of the student.

iPads should never be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the cafeteria, commons, concourse, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen or damaged. Sumner County Schools is not responsible for the theft or damage of an iPad due to the negligence of the user.

Unsupervised iPads may be confiscated by staff. Disciplinary action may be taken for leaving your iPad in an unsupervised location.

Privacy and Safety
1. Do not open, use, or change computer files that do not belong to you.
2. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords to other people.
3. Storage in any form on any district system is not private or confidential.
4. If you inadvertently access a web site that contains obscene or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked from further access. This is not a request; *it is a responsibility*. You will be culpable should you not report this event immediately.

Legal Propriety

1. Comply with trademark and copyright laws and all license agreements.
2. Ignorance of the law is not immunity. If you are unsure, ask a teacher or the district administrator.
3. Plagiarism is a violation of the SCS District policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
4. Use or possession of hacking software is strictly prohibited, and violators will be subject to disciplinary actions.
5. Violation of state or federal law can result in criminal prosecution as well as disciplinary action by the district.

E-Mail

1. Always use appropriate language.
2. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
3. Do not send mass emails or spam.
4. Students should maintain high integrity with regard to email content.
5. No private chatting during class without permission from the instructor.
6. Email accessed from an assigned computer or the district system is subject to inspection by school officials at any time.

Consequences

The student in whose name a system account or computer hardware is issued will always be responsible for its appropriate use. Do not let other students access your iPad. Noncompliance with school board policies or the Responsible Use Agreement will result in disciplinary action.

Electronic mail, network usage, and all stored files are not considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by Sumner County policies and proper authorities will be given access to the content.

Warranty

AppleCare is provided by Sumner County Schools as part of the purchase price of the iPads. AppleCare warrants the iPads from defects in materials and workmanship along with accidental damage. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the iPad or an iPad replacement. Please report all iPad problems to a teacher, the librarian, the administration team, or the IT Coach. While the iPad is being repaired, a student will be issued a loaner iPad to use during the school day that is to be returned when their assigned iPad has been repaired.

Lost, Broken, or Stolen iPads, Charging Blocks, or Cords

Students are provided two incidents per year for either their iPad, charging block, or cord. If the device, charging block, or cord are lost, broken, or stolen, the student will need to let the IT Coach and library staff know. The student will be issued a replacement, and the technology department will begin following the proper protocol.

Fraudulent reporting of theft, loss, or accidental damage will be turned over to the police and insurance company for investigation and possible prosecution. A student making a false report will also be subject to disciplinary action.

The district will work with the local law enforcement to alert pawnshops and police departments in the area to be aware of this District-owned equipment. The devices are tracked and controlled remotely by the Sumner County Schools' technology department.

For broken or stolen equipment beyond the second incident, the family will be responsible for full repair fee. The collection of this fee will follow Sumner County policy.

For lost equipment, the family will be responsible for a $250 replacement fee. The collection of this fee will follow Sumner County policy.

Families have the option of purchasing a replacement charging block and cord for $15 without making an AppleCare claim.

Description of Privileges

1. ### Standard Privileges
   - Daily use of the iPad
   - Ability to keep the iPad with the student
   - Home use of iPad

   #### Criteria
   All students will begin on this level at the beginning of the school year. Criteria for determining this level include, but are not limited to:
   - Less than two incidents of accidental damage
   - No more than one incident of an iPad violation
   - No incidents

2. ### Suspended Privileges
   - iPad will be left at school each day
   - iPad may only be accessible in classroom
   - Blocking of selected sites

   #### Criteria
   Criteria for determining this level include, but are not limited to:
   - Three or more incidents of accidental damage
   - Two or more incidents of iPad violations
   - One or more incidents of iPad violations

Appendix A: AppleCare+ for Schools for iPad Bundle

Technical Support

- 24/7 priority access to Apple experts via chat or phone
- Dedicated support available at 1-800-800-2775, option 3
- Using iPadOS and iCloud
- Questions about Apple-branded iPad apps
- Connecting to wireless networks 24/7

Hardware Coverage

AppleCare+ for Schools provides 2-year, 3-year, or 4-year hardware coverage for iPad, Apple Pencil, and Apple-branded iPad keyboard and includes the following:

- iPad
- Battery that retains less than 80 percent of its original capacity
- Included USB cable and power adapter
- Up to two incidents of accidental damage per year. No service fee when AppleCare+ for Schools is purchased with select current generation iPad rugged cases

Service Options

Express Replacement Service: Apple will ship a replacement device so there is no waiting for a repair.

Appendix B: District Policy 4.406

Use of Technology Resources and the Internet for Students and Families

2023-2024 School Year

Sumner County Schools supports the right of staff and students to have reasonable access to various information formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

STUDENTS

The Director of Schools shall develop and implement procedures for appropriate internet use by students. Procedures shall address the following:

1. General rules and ethics of internet use; and
2. Prohibited or illegal activities, including, but not limited to:
   - Sending or displaying offensive messages or pictures;
   - Using obscene language;
   - Harassing, insulting, defaming, or attacking others;
   - Damaging computers, computer systems, or computer networks;
   - Hacking or attempting unauthorized access;
   - Violation of copyright laws;
   - Trespassing in another's folders, work, or files;
   - Intentional misuse of resources;
   - Using another's password or other identifier (impersonation);
   - Using the network for commercial purposes; and
   - Buying or selling on the internet.

INTERNET SAFETY MEASURES

Internet safety measures shall be implemented that effectively address the following:

1. Controlling access by students to inappropriate matter on the internet and world wide web;
2. Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Preventing unauthorized access, including "hacking" and other unlawful activities by students online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding students; and
5. Restricting students' access to materials harmful to them.

The Director of Schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that blocks or filters internet access (for both students and adults) to material that is obscene, child pornography, or harmful to students;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of students.

The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to address and communicate its internet safety measures.

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent/guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s)/guardian(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Schools with a written request.

E-MAIL

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

INTERNET SAFETY INSTRUCTION

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. The Director of Schools shall provide adequate in-service instruction on internet safety. Parent(s)/guardian(s) and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

VIOLATIONS

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this district.

Legal

TCA 49-1-221
TCA 10-7-512
Children's Internet Protection Act (Public Law 106-554)